

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date]. Despite my expectations, [brief description of the situation and its impact].

I believe that [explain why the issue is a problem and any previous attempts to resolve it].

I would appreciate it if you could [state what resolution you are seeking or what action you would like to be taken].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]